

Intern Application

Office of Congressman Lynn Westmoreland

Georgia's 3rd Congressional District

INTERNSHIP GENERAL INFORMATION

Congressman Westmoreland's office is pleased to offer internships to both the Washington DC office and the District office to students who wish to learn more about Congress and the legislative process. By allowing students a unique perspective on the inner workings of our country's republican government, Congressional internships offer an exciting educational experience. Interns in our office must be highly motivated, have strong communication skills, both written and verbal, and have a keen interest in the legislative process.

Please note that internships are unpaid and interns are responsible for their own housing and transportation to and from work.

WASHINGTON DC OFFICE INFORMATION: 2433 Rayburn House Office Building, Washington, DC 20515

Internships in the DC office are offered during the summer months, so we offer four-week internships during the summer months. Fall internships begin in early September and winter internships begin in early January. Duties include answering phones, responding to constituent inquiries and phone calls, attending legislative hearings, participating in regular office meetings, and conducting legislative research. The application deadlines for the Washington DC office are: For summer internships is March 15; for fall internships is August 1; and for winter internships is December 1.

For further information on internships in the Washington DC office contact: Claire Ouimet at 202-225-5901 or claire.ouimet@mail.house.gov. Fax: 202-225-2515

DISTRICT OFFICE INFORMATION: 1601 East Highway 34, Suite B, Newnan, Georgia 30265

Internships in the district office are available year-round and require a minimum period of three months. Duties include answering phones, responding to constituent inquiries and phone calls, attending community meetings, participating in regular office activities, and conducting legislative research.

The District office will accept applications year-round. For further information on internships in the District Office contact: Robb Nichols at 70-683-2033 or robb.nichols@mail.house.gov. Fax: 770-683-2042.

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APPLICATION PROCESS

1. Complete the following questionnaire.
2. Two letters of recommendation.
3. Include a current resume and cover letter.
4. Mail, email, or fax all application materials directly to the office you are applying to. You may apply to both offices.

I. APPLICANT INFORMATION

Name: _____
Home address: _____
Do you reside in the 3rd Congressional District? _____
Email: _____
Phone number: _____
College or university currently attending: _____
Year in School (Fr., So., Jr., Sr.): _____
Major: _____

II. EMERGENCY CONTACT INFORMATION

Name: _____
Relationship: _____
Phone number: _____

III. SHORT ESSAY - On separate sheet of paper, please type answer to each of the following questions (250 words maximum for each question):

- (1) Please describe your political philosophy.
- (2) Who in politics do you admire most (from any time period) and why?
- (3) What issue facing America is most important to you and why?
- (4) What do you hope to gain from working as a Congressional Intern?
- (5) What legislative issue areas are you most interested in and why?

IV. CERTIFICATION

I hereby certify that all the information provided in this application is accurate:

Signature and Date